

## BASIC COMPUTERS WINTER 2014

A 8-week basic computer course that meets *once* a week.

### Basic Computers I *for absolute beginners*

Learn: Computer fundamentals, Microsoft Windows, basic Microsoft Word, Internet and Email

No.	Class Schedule	Dates	Taught In	Registration	
A	Tuesday 9:30 – 11:30 am	Jan. 28 – Mar. 20	Spanish	Jan 9 <sup>th</sup>	1:00pm
B	Tuesday 7 – 9 pm	Jan. 28 – Mar. 18	English	Jan 9 <sup>th</sup>	5:00pm
C	Wednesday 5 – 7 pm	Jan. 29 – Mar. 19	Spanish	Jan 9 <sup>th</sup>	5:00pm
D	Thursday 12 – 2 pm	Jan. 30 – Mar. 20	English	Jan 9 <sup>th</sup>	1:00pm
E	Thursday 5-7 pm	Jan. 30 – Mar. 20	Spanish	Jan 9 <sup>th</sup>	5:00pm
F	Saturday 9-11 am	Jan. 25 – Mar. 22	English	Jan 11 <sup>th</sup>	10:00am

*Days and times of classes subject to change; los días y las horas pueden cambiar!*

### Basic Computers II *for beginners*

Learn: More MS Word, training on other MS Office applications and Facebook & general social media

No.	Class Schedule	Dates	Taught In	Registration	
G	Monday 9:30 – 11:30 am	Jan. 27 – Mar 24	English	Jan 9 <sup>th</sup>	1:00pm
H	Tuesday 12 - 2 pm	Jan. 28 – Mar. 18	English	Jan 9 <sup>th</sup>	1:00pm
I	Tuesday 5 – 7 pm	Jan. 28 – Mar. 18	English	Jan 9 <sup>th</sup>	5:00pm
J	Wednesday 11 am – 1 pm	Jan. 29 – Mar. 19	Spanish	Jan 9 <sup>th</sup>	1:00pm
K	Wednesday 7 – 9 pm	Jan. 29 – Mar. 19	English	Jan 9 <sup>th</sup>	5:00pm
L	Thursday 7-9 pm	Jan. 30 – Mar. 20	Spanish	Jan 9 <sup>th</sup>	5:00pm
M	Saturday 11 – 1 pm	Jan. 25 – Mar. 22	Spanish	Jan 11 <sup>th</sup>	10:00am

*Days and times of classes subject to change; los días y las horas pueden cambiar!*

**How to Register:** In person on the registration date and time listed for each class.

**Registration Fee:** \$15.00 for county residents, \$30.00 for non-county residents. CASH or CHECK only.

**Where:** Mid-County Regional Services Center, 2424 Reddie Drive Suite 220, Wheaton, MD 20902

- *The registration fee is not refundable.* There are no make-ups or refunds for missed classes.
- Space is limited; each student can register for ONE class only. Registration is first come, first served.
- Open to ages 18 years and up only.

For more information, call **240-777-4940**